

Missouri State Plan, Workforce Investment Act, Title II of 1998

Appendix C

Administrator's Guide

Adult Education and Literacy services are designed to teach eligible persons 16 years of age or older to read and write English and acquire basic skills necessary to function in society and to become more employable, productive and responsible citizens as well as allowing them to continue their education to at least the completion of secondary school.

Authority

The Missouri State Plan for Implementing Title II of the Workforce Investment Act of 1998 establishes a program of Adult Education and Literacy (AEL). The Missouri State Board of Education is responsible for administering and supervising the program at the state level. Funds will be distributed to public school districts and other eligible agencies and institutions for the purpose of providing instruction in AEL.

Service Area

The smallest geographical area considered for approval for Adult Education and Literacy (AEL) funding is a single school district. Each institution within the state correctional system, overseen by one superintendent, will be considered as one school district for the purpose of program approval. School districts in which no AEL class was held in the previous program year will be considered as not being served. However, one geographic area may have multiple service providers if:

- 1) The total population exceeds 20,000 eligible students, OR
- 2) Different service providers serve different populations.

Multiple applications for serving a single geographic area are expected. These will be accepted for review and consideration, but only one program per geographical area will be funded with the exception of the aforementioned conditions. If it is determined that the geographic area is best served by allowing multiple programs to serve the same geographic area, the multiple programs should negotiate a cooperative service agreement. If a cooperative service agreement cannot be negotiated, the Department of Elementary and Secondary Education (DESE) reserves the right to call a hearing to determine the most cost effective and best plan to service eligible participants. The State Director may, when conditions warrant, make adjustments in geographic areas that may have more than one program.

Procedures for Implementing a Local Adult Education and Literacy Program

All applicants for Adult Education and Literacy (AEL) programs shall have direct and equal access to program funds. Application information will be supplied to all agencies that make written inquiries and requests.

1. In order to be approved as an AEL program, the eligible provider must initiate a comprehensive community survey. Information that would be valuable to the AEL program might include target population, names, addresses, educational levels, and ages of person interested or in need of AEL classes.
2. The eligible provider must prepare a multiple year plan which will describe the activities, priorities, and needs of adults that will be used by the proposed program. An agency that submits a plan may submit amendments to that plan with the approval of the State Director of Adult Education and Literacy.

Once the plan is approved, the superintendent or chief executive officer of a local provider must annually file an Application for an Adult Education and Literacy Program Budget with:

State Director of Adult Education and Literacy
Department of Elementary & Secondary Education
PO Box 480
Jefferson City, MO 65102

The deadline for receiving the plan applications will be announced in the current Request For Proposal (RFP).

3. The submitted budget will be considered for approval based on such factors as past performance, recruitment and retention of educationally disadvantaged adults and the learning gains demonstrated by such adults, funds available, and contact hours generated.

The criteria for review and evaluation of applications will include, but are not limited to, specific areas required by Title II of the Workforce Investment Act as amended.

4. If approved by the State Department of Elementary and Secondary Education (DESE), the chief executive officer of the local provider is authorized to initiate the class and make expenditures within the limitations of the budget.
5. Local AEL approved programs must submit required reports as directed by DESE.

Minimum Quality Assurances

The signature of the Superintendent or chief executive officer must be entered on the Minimum Quality Assurances form and any other forms required by regulation, law and agencies. Copies of these signed forms must accompany the original proposal and subsequent renewal budgets.

Minimum Standards for Local Adult Education and Literacy Programs

1. Report the number of contact hours generated in each school district served during the preceding program year. This information is due in the office of the State Director of Adult Education and Literacy not later than October 31 of each year.
2. All applications/plans must be comprehensive in nature. That is, the applying agency must agree to serve individuals in all areas of need where appropriate. These areas include, but are not limited to:
 - A. 0.0 to 1.9 grade equivalents, Beginning ABE Literacy or Beginning ESL.
 - B. 2.0 to 3.9 grade equivalents, Beginning Basic Education or Beginning ESL.
 - C. 4.0 to 5.9 grade equivalents, Low Intermediate Basic Education or Low Intermediate ESL
 - D. 6.0 to 8.9 grade equivalents, High Intermediate Basic Education or High Intermediate ESL.
 - E. 9.0 to 10.9 grade equivalents, Low Adult Secondary Education or Low Advanced ESL.
 - F. 11.0 to 12.9 grade equivalents, High Adult Secondary Education or High Advanced ESL
 - G. Workplace Literacy/ Life Skills.
 - H. Citizenship (voter registration).
 - I. Family Literacy.
3. Have objectives compatible with those in the Missouri State Plan.
4. Provide instruction at no charge to all eligible students who are 16 years of age or older and out of school, within the district, jurisdiction or geographic area approved by the Department of Elementary and Secondary Education (DESE). (No book fee or charge of any kind may be made to the student.)

5. Provide adequate classrooms, furniture, equipment and/or office facilities for students and professional personnel.
6. Provide sufficient textbooks, reference books, library books, instructional equipment, teaching aids, standardized tests, etc., to meet the needs of pupils and teachers in the instructional program.
7. Provide services designed to meet the special needs of educationally disadvantaged adults.
8. Engage in outreach activities compatible with the Missouri State Plan for Adult Education and Literacy, and inform adults in the areas served of times and locations of class.
9. Adhere to budgeting and accounting procedures outlined in this appendix and have an audit completed and submitted each year.
10. Budget a minimum of \$5 per student enrolled in AEL for teaching materials and supplies.
11. Record and keep on file enrollment and follow-up information on all students in AEL classes for a minimum of three (3) years.
12. Document each student's progress and mastery of instructional objectives through the use of standardized tests.
13. Employ well-qualified teachers who are properly certificated by DESE.
14. Employ well-qualified administrators who are properly certified by DESE.
15. Require all professional staff to attend in-service and/or pre-service workshops approved by DESE.
16. Provide information about the availability of additional academic or vocational training for students upon the completion of their AEL training. This additional training should be available within the local geographic area served by the AEL program. However, for those seeking specialized training not available in the local area, appropriate referrals should be made.
17. Conduct follow-up activities and maintain appropriate records to document program performance as required by Title II of the Workforce Investment Act.

18. Establish, organize, and work with an AEL advisory committee. Include people on AEL advisory committee, as required, to represent all areas served.
19. Negotiate a Memorandum of Understanding once other agencies have begun implementing the Workforce Investment Act.
20. Require continuing assistance for each new teacher. (NOTE: The local provider administrator or designee must accompany each new teacher during the first meeting period and until the Director is satisfied that the teacher could handle the class without assistance.)
21. Require regular and ongoing systematic support and evaluation of each teacher at each site at least twice annually.

Funding Policies and Procedures

1. The Missouri State Board of Education or its agent has sole authority to determine:
 - A. Eligibility for receipt of Adult Education and Literacy (AEL) funds.
 - B. The amount that can be spent in each category.
 - C. Reduction in payments if available funds are insufficient to cover all requests.
 - D. The part of an expenditure that can be charged to the AEL program.
 - E. Other decisions necessary for the equitable, effective, and efficient operation of the program.
2. Funding is based upon the following:
 - A. Core Funding
The core funding formula provides the bulk of Missouri's AEL funding through a formula driven by instructional time. The funds are distributed to grantees on a contact-hour basis, and are intended to support "core" instructional and operational activities.

To maintain a fair and equitable funding formula, the "core" must be sufficient to support basic program operations. Therefore, the core funding calculations will be based on the previous four years' totals of audited contact hours. Fifty percent (50%) of the calculation will be based on each local program's total number of audited contact hours from the previous year. The remaining fifty percent (50%) of the calculation will be based on each local program's previous three-year

average (preceding the previous year) of the total number of audited contact hours.

Applicants with no documented contact hours for the previous four years will automatically utilize the numbers generated by the entity previously serving the district. If the district has not been previously served, the eligible number of participants will be multiplied by 5% to determine an estimated number of participants to be served. The estimated number will then be multiplied by \$100 per individual to establish the core-funding amount.

B. Performance Funding

The performance funding formula is based on the number of individuals who attained success through AEL programs and services. The best measures of AEL student progress are related to established performance measures. The recognized measures are GED Attainment and Literacy Level Advancement. The performance funding will be calculated from the total number of individuals multiplied by the attainment rate for each performance measure.

Additionally, set-asides within performance funding allocation initiatives may be established to assist programs in enhancing statewide priorities. These priorities will be determined through a consensus process.

Applicants who do not have performance numbers from the previous two years will automatically utilize the numbers generated by the entity previously serving the district. If the district has not been previously served, a performance allocation will be mutually agreed upon between the Department of Elementary and Secondary Education (DESE) and the granting entity

C. Targeted Allocations

Special targeted allocations may be made available during each fiscal year. These allocations may include, but are not limited to, data collection, marketing, technology, and/or supplemental literacy. Each targeted allocation may require the submission and approval of a plan (with budget and narrative) prior to funds being expended.

Funding Restrictions

1. Applicants with no documented contact hours for the previous four years will automatically utilize the numbers generated by the entity previously serving the district. If the district has not been previously served, the eligible number of participants will be multiplied by 5% to determine an estimated number of participants to be served. The estimated number will then be multiplied by \$100 per individual to establish the core-funding amount.

2. Financial Reports will be adjusted if they contain:

- A. Incomplete information.
- B. Unauthorized expenditures.
- C. Expenditures exceeding line item authorization.

A copy of the Financial Report showing items disallowed will be sent to the chief executive officer as an explanation for the reduced amount reimbursed to the local agency.

3. Local Adult Education and Literacy (AEL) fiscal entities agencies must have budget additions and line item changes made prior to making expenditures. Fiscal entities are allowed a maximum of 10% flexibility between budget line items. Any amount over 10% requires prior written approval of the State Director of Adult Education and Literacy. No increases or transfers in line item budget amounts after over-expenditures have been made will be authorized. Local AEL directors should be very careful to see that they stay within authorized budget line items.
4. Due to the limitations of funds, money will not be allocated for rent, utilities or custodial services (except telephone for learning center).
5. Definitions:
- A. Contact hour – 60 minutes of attendance by an AEL student in a state approved AEL class conducted by a certified AEL teacher. No teacher may generate more than 15 contact hours per hour.
 - B. Eligible student
 - 1) Student must be 16 year of age or older.
 - 2) Student must not be enrolled in any secondary school.
 - 3) Students must be pre-tested with appropriate standardize testing instruments to determine subjects which they are functioning below 12.9 grade level.
 - 4) A student who is enrolled in a college, university, or community college may also be enrolled in AEL classes under all of the following conditions:

- i. No credit, e.g., CEU, college, etc., may be awarded to the student for attendance in classes supported by Adult Education Act funds.
 - ii. Student tests below 12.9 on standardized pre-tests and is instructed in those areas only.
 - iii. Attendance in AEL is not counted for state aid to the college, university, or community college.
 - iv. No fees or tuition of any kind can be charged that student.
- 5) Persons who have a high school diploma or a high school equivalency certificate but who are functioning below the 12.9 grade level may be served under all of the following conditions:
- i. The local program provides assurance that adequate service is being provided to meet the needs of the least educated and most in need.
 - ii. An appropriate standardized achievement test has been used to determine the specific areas of basic skill deficiency possessed by each student.
 - iii. Specific educational objectives and a specific remedial program must be written and on file along with current evidence of progress being made by each student served.
 - iv. Records on students with high school diplomas must be coded so as to be readily identifiable.

NOTE: A person with a high school diploma or a high school equivalency certificate is not eligible to take or retake the GED tests in Missouri.

Categories of Allowable Expenditures

There are two categories from which monies can be expended. Category I includes expenses related to Instruction. Category II includes expenses related to Administration. Specific line item descriptions include:

- 6110 Certified Salaries - Amounts paid to employees who are considered to be in a position of permanent nature or hired temporarily substituting for those in permanent positions. Full-time, contract, and prorated portions of the costs for work performed by teachers and administrators who are considered to be in positions of a permanent nature.

- A. Teachers – Persons holding a valid Adult Education and Literacy (AEL) teaching certificate, working directly with students and responsible for instructional activities and specific students. (Time charged to this category must be limited to time in contact with students in teaching activities during designated class times.)
 - B. Administrator/Teacher – When part of the local AEL Administrators salary is paid from Category I funds, teaching time can only be counted under the following conditions:
 - 1) Teaching a class as the only teacher.
 - 2) Teaching a class while mentoring a new teacher. (See item 20, page 5, minimum standards for Local Adult Education and Literacy programs.)
 - 3) Team-teaching with another teacher when students in attendance exceed 15 per hour.
 - 4) Specific time and effort records must be maintained on staff who share teaching and administrative time.
- 6150 Classified Salaries - Full-time and prorated costs for work performed by both non-certificated employees and certificated employees employed in non-teaching positions of a permanent nature. This category includes all teacher aides and secretaries whether certificated or non-certificated.
- A. Teacher aides – Persons working directly under the supervision of a teacher assigned to student instruction. (This position is not to be considered clerical or secretarial in nature.)
 - B. Secretarial and clerical – Staff in this category do secretarial and bookkeeping tasks, order supplies, prepare payroll and maintain records which are used for reports and other administrative purposes separate from the instructional process.
- 6200 Employee Benefits - Amounts paid on behalf of employees. These amounts, not to be paid directly to employees, are fringe benefits. Such charges should be distributed to functions in accordance with the salary function of the employee or group of employees.
- 6300 Purchased Services - Amounts paid for services rendered by personnel who are not on the payroll. While a product may or may not result from the transaction, the primary reason for the purchase is to obtain a desired result. This category includes audit, data processing, financial, and other professional services.

6343 Professional Development/Travel - Expenditures for transportation, meals, hotel, conference registration fees, and other expenses associated with staff traveling on business. Payments for per diem, in lieu of reimbursements for lodging and meals, are also charged here.

- A. Professional development – Expenditures for “stipends” for professional staff to attend workshops, in-services, technical trainings, etc., are encouraged.
- B. Travel expenses – Reimbursements for mileage, lodging, and/or meals are allowable. Fiscal entities that pay per diem in lieu of reimbursements are also allowable.
 - 1) Program administration – Travel related to administration, planning, personnel development of local programs, and interagency coordination.
 - 2) Travel for professional development is allowable if the following requirements are met:
 - i. The place, purpose and cost of the travel have been approved in writing by the local director prior to the actual travel.
 - ii. Staff members will provide for dissemination of information acquired at such meetings through in-service training provided to the local staff and on a statewide basis when appropriate.
 - iii. Persons not directly employed as part of the Adult Education and Literacy (AEL) program cannot be approved for travel.

6360 Communication - Services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone, fax, Internet, advertising, printing, and postage.

6400 Supplies and Materials - Amounts paid for material items of an expendable nature that are consumed, worn-out, deteriorated in use, or items that lose their identity through fabrication or incorporation into different or more complex units or substances.

6500 Equipment - Expenditures for the initial or additional purchase, as well as maintenance costs and replacement of equipment items, such as furniture

and machinery. This category includes expenditures for instructional and administrative purposes.

- A. Equipment – Items of equipment for exclusive use in the Adult Education and Literacy (AEL) program. Prior approval of all expenditures in this category must be received in writing from the State Director of Adult Education and Literacy. All items must be reported until no longer needed. Any item no longer needed for the exclusive use of the AEL program is to be turned in to the AEL Section of the State Department of Elementary and Secondary Education (DESE) for transfer to other AEL programs. In cases when requested equipment is on inventory as excess from other programs, a transfer will be made rather than approval of purchase of a new item. (See additional explanations on page 13.)

Procedures for Distribution and Expenditure of Funds

1. Prior to the initiation of a reimbursable local Adult Education and Literacy (AEL) program, a budget agreement will be entered into by and between the local adult educational program and the Department of Elementary and Secondary Education (DESE). These agreements will be for the current fiscal year and must be resubmitted each year. The budget agreements will indicate the categories in which expenditures are authorized and the maximum amount authorized for expenditures in each category. The agreement may be amended by subsequent supplementary agreements. Reimbursement from state and/or federal funds will be made for the period covered by the budget agreement not to exceed the amount authorized in specific categories.
2. Payment will be made quarterly to the local education agency unless a different arrangement is requested and approved in writing prior to the grant being awarded.
3. The first payment will be one fourth of the final approved budget.
4. Subsequent core funding payments will be based on audited contact hours from the previous fiscal year (which must be submitted by October 31). Necessary adjustments in amounts will be made based on the percentages in the initial budget.
5. The final payment will be made after the Financial Report is submitted to the State Director of Adult Education and Literacy on or before July 10 of the following fiscal year. Final adjustments will be made at this time. This payment will also include monies for teacher/staff development trainings.
6. Expenditures made prior to the approval dates are not reimbursable.

7. Expenditures and/or legal obligations made during the budget fiscal year must be paid prior to July 30 of the following fiscal year. Exceptions must be approved by DESE.
8. If part of the local school administrator's salary is paid from adult education and literacy funds, the Board of Education must designate, in its official minutes, the amount of time the administrator is assigned to adult education and literacy as well as the amount paid for this service.

Accounting Procedures for Local Adult Education and Literacy Programs

If the eligible agency is a local educational agency, accounting for fiscal transaction in Adult Education and Literacy (AEL) will follow the same laws and interpretation as fund accounting for any state monies, which are the responsibility of a local Board of Education.

NOTE: The following seven (7) items apply to public educational agencies.

1. The expenditure of AEL funds by eligible education agencies requires the use of the general incidental fund, the special revenue teacher's fund, and may require the capital projects building fund.

NOTE: For the sake of consistency, these funds will be referred to by the designations in item 2 throughout the remainder of this Appendix.

2. Salaries of certificated teachers/administrators (and withholdings from such salaries) for professional services are expenditures from the teacher's fund.

A teacher who is employed during the regular school year to teach in a special program, or night program, in addition to the regularly contracted, full-time services, will normally have contributions withheld from the salary payments for services in the special program or night program. In order for contributions to be withheld from the salary payments for these services, it may be necessary for the teacher's contract to be amended to show the additional salary payments and the additional required services. Teachers in the local public educational agency who are covered by teachers' retirement and who perform additional duties as a part-time teacher or worker (evening adult classes, Saturday and summer, etc.) may have social security contributions withheld, rather than teachers' retirement for earnings over and above the regular contracted salary. Teachers who are not regular full-time teachers in the local public educational agency must have social security withheld from their salary.

3. Salaries and benefits of secretaries and aides should be charged to the incidental fund.

4. Instructional materials such as textbooks, reference materials, test materials, and instructional supplies should be charged to the incidental fund.
5. Employers' contributions to retirement system and social security should be charged to the incidental fund.
6. Maintenance and repair of equipment should be charged to the equipment fund.
7. Purchase of equipment – Whenever purchase is for new equipment (first-time purchase), the expenditures should be charged to capital outlay, building fund.

Performance Bond

Non-governmental agencies may be required to purchase a bond to cover defaults or breach of contract.

Purchase and Inventory of Equipment

Purchase of equipment costing over \$1,000 must have prior written approval of the State Director of Adult Education and Literacy, or his designated staff. Equipment ordered or purchased prior to receipt of written approval will not be reimbursed. The letter requesting approval must contain the following:

1. Name and type of equipment.
2. Manufacturer and vendor of equipment.
3. Total cost of equipment.
4. Short narrative describing how equipment is to be used in the Adult Education and Literacy (AEL) program.

Upon receipt of equipment purchased with AEL funds, such equipment must be clearly marked as AEL equipment, and it must have an identifying serial number attached by the eligible agency. In addition, all equipment described as "local AEL inventory," must be verified yearly by the local AEL Director and submitted to the State Director of Adult Education and Literacy, Missouri State Department of Elementary and Secondary Education, Box 480, Jefferson City, MO 65102.

Local AEL providers are also accountable for all equipment purchased with AEL funds, though costing less than \$1,000. When an eligible agency discontinues its AEL program or has equipment that is no longer needed in the AEL program, the equipment must be returned to the Department of Elementary and Secondary Education (DESE). Periodical lists of equipment available for reissuance to operational AEL programs will be distributed. This equipment will be available on a first come, first served basis and is

to be shipped to or picked up by the receiving agency at no cost to DESE. Inventory responsibility for this reissued equipment is the same as for new equipment purchased with AEL funds. Equipment no longer usable must be returned to the State Director of Adult Education and Literacy for disposal through the state surplus property system.

Equipment authorized for purchase and use in AEL learning centers must be located in the learning center. Learning centers are intended to be self-contained units with items such as copy machines, typewriters, projectors, etc., available for use by learning center teachers. Location and use of learning center equipment outside of the learning center room will be considered evidence that the equipment is not really needed. AEL Section staff from DESE or their designee(s) will check on identification and location of AEL learning center equipment. Equipment located and used outside of the learning center without prior approval may be picked up and distributed to other programs in the state.

Instructional Materials for Teachers and Students

Local Adult Education and Literacy (AEL) providers must budget a minimum of \$5 per student for the purchase of instructional materials. These monies should be used to provide current and appropriate:

1. Materials for all the educational levels of students served.
2. Materials for the academic areas of reading, language arts, mathematics, science and social studies.
3. Materials to assist students with attainment of life coping skills.
4. Diagnostic and prescriptive instruments to facilitate assessment of student's needs.
5. Other current instructional materials and supplies that allow each student's educational needs to be met.

Audits

1. Audits of state accounts (State Department of Elementary and Secondary Education, state universities and state colleges) – The accounts of the State Board of Education, state universities and state colleges are audited by the State Auditor. These audits shall be made in accordance with 29.200 RSMo.
2. Audit of Local Accounts – The accounts of eligible agencies having Adult Education and Literacy (AEL) programs are required to be audited on an annual basis and copies of all audit reports are required to be filed with the State Department of Elementary and Secondary Education (DESE) at Jefferson City. The audits must be in accordance with the provisions of:

A. Section 165.121, RSMo.

- B. 5 CSR 30-4.030.
 - C. OMB Circular A-133 Audits of States, Local Governments, and Non-profit Organizations.
3. Certification must be made by the auditor to the State Director of Adult Education and Literacy no later than October 31, annually of the following items:
- A. All students counted as enrolled are eligible for participation in AEL.
 - B. Contact hours are correct.
 - C. No teacher has generated more than 15 contact hours per hour.

NOTE: See page 19 for other student limitations.

Classification of Persons who are Eligible for Enrollment in the Program in Accordance with the Levels of Instruction

Educational achievements of persons enrolling in Adult Education and Literacy (AEL) programs should be classified in accordance with the following areas of instruction.

Classification	Grade Equivalent
Beginning ABE Literacy or Beginning ESL	0.0 – 1.9 grade equivalent
Beginning Basic Education or Beginning ESL	2.0 – 3.9 grade equivalent
Low Intermediate Basic Education or Low Intermediate ESL	4.0 - 5.9 grade equivalent
High Intermediate Basic Education or High Intermediate ESL	6.0 – 8.9 grade equivalent
Low Adult Secondary Education or Low Advanced ESL	9.0 – 10.9 grade equivalent
High Adult Secondary Education or High Advanced ESL	11.0 – 12.9 grade equivalent

Professional Development Reimbursement

All Adult Education and Literacy (AEL) teachers attending workshops or approved classes will pay their own fees and then be reimbursed by the local eligible agency. The local eligible agency must set aside a percentage of the budget to pay for professional development activities. The local eligible agency will then be reimbursed as a part of their regular AEL program reimbursement procedure. Reimbursement will be made only if approval was received before attendance at the workshop or class.

- 1. Application for Workshops and Courses in AEL:

Sections I and II of the Application for Adult Education and Literacy Teacher Training Reimbursement must be completed. Only persons who are employed in AEL programs approved by Department of Elementary and Secondary Education (DESE) or who are members of the State AEL Staff are eligible to participate. Individuals must be currently employed by the AEL program.

Use a separate application form for each college or university that members of your staff will attend. For example, if five teachers are planning to attend the workshop at Southwest Missouri State University and one teacher is planning to attend the workshop at Central Missouri State University, two separate applications would be necessary.

2. Special professional development activities and projects may be developed and funded by the State Director of Adult Education and Literacy.

Administration of Program

Administrators of local Adult Education and Literacy (AEL) programs are responsible for the following:

1. Prepare the Program Plan and annual budget in cooperation with the chief executive officer of the program's administering unit.
2. Operate within the specifications and limitations of the budget.
3. Find suitable classroom facilities.
4. Provide for adequate materials and supplies.
5. Employ qualified teachers and support staff.
6. Train teachers, assist in starting new classes, and arrange for other appropriate personnel development.
7. Schedule and offer two state approved in-services annually.
8. Maintain accurate program records and submit reports by dates required.
9. Submit "Class Schedule Form" to the State Director of Adult Education and Literacy listing current program locations, hours and instructors and updates as changes occur.
10. Evaluate each site and instructor on a systematic basis.
11. Provide ongoing coordination for all components of the program.

12. Provide coordination between the program and other agencies in the area being served.
13. Provide outreach activities designed to inform adults of the availability and benefits of the program.
14. Continually survey the area to accommodate the various adults needing AEL services.
15. Assess all enrolling students with an appropriate standardized test and retest at appropriate intervals to determine progress.
16. Conduct follow-up activities and maintain appropriate records to document program performance as required by Title II of the Workforce Investment Act.

Establishment and Organization of an Advisory Committee on Adult Education and Literacy

An important step in the implementation of the program is the organization of an advisory committee on Adult Education and Literacy (AEL). The local provider shall appoint a local advisory committee prior to the approval of a program in AEL. The local advisory committee should consist of people who are genuinely interested in AEL.

The committee should be comprised of representatives of community and welfare agencies, Workforce Development agencies, AEL students, volunteer and church groups, employer and labor groups, school personnel and other individuals. Members of the committee should be selected from each geographical section of the area served.

The committee must meet no less than two times per year, with the meeting minutes kept on file. A majority of the committee must be present to hold an official meeting. AEL programs should have representatives from the following:

1. The business community.
2. Industry.
3. Labor unions.
4. Public education agencies and institutions.
5. Private educational agencies and institutions.
6. Churches.
7. Fraternal/sororal organizations.

8. Volunteer organizations.
9. Community organizations.
10. Local Workforce Development agencies.
11. Adult residents of rural areas or adult residents of urban areas with a high rate of unemployment.
12. Adults with limited English language skills.
13. Institutionalized adults.
14. Division of Family Services.
15. Even Start, Family Literacy.

Advisory committees can be helpful in recruiting students, finding suitable classroom facilities, assisting with surveying needs of the community, providing support services, promoting the program, promoting interagency cooperation, and developing funding strategies.

Planning and Evaluation

Adult Education and Literacy (AEL) programs will be evaluated annually. The local program must respond to recommendations made as the results of the evaluation. Local programs will be required to submit data as required by the Department of Elementary and Secondary Education (DESE).

Programs funded to Local Educational Agencies will also be evaluated in conjunction with Missouri's School Improvement Program (MSIP) evaluations. The State of Missouri provides a comprehensive evaluation of every school district every five (5) years as part of the MSIP program.

Programs funded that are not part of a Local Educational Agency will also receive a comprehensive evaluation. Dates for the evaluation will be mutually agreed upon between the local program and DESE.

Performance improvements are required of each program annually. The performance guidelines are outlined in Section 5.0 of the Missouri State Plan.

Stimulating Eligible Adults to Enroll in the Program

After the initial assessment and planning for the program have been completed, members of the Adult Education and Literacy (AEL) advisory committee, community agencies, voluntary organizations, industry, school officials, faculty members and other members of the community should be enlisted in a campaign to contact eligible adults and encourage them to enroll in an AEL class in their section of the community.

Since many of these adults may not be reached through news media, radio or television announcements, contact by persons they know and in whom they have confidence may be necessary.

Individuals making these personal contacts should explain the purposes and benefits of the program and that possession of good reading, writing, speaking, and mathematical skills will increase their employability and job stability. They will also receive valuable information regarding good health practices, citizenship rights and other life coping skills.

Information should be given about the location of classes, the date and time of day, length of class sessions, number of sessions per week and length of the program. It should be explained that no charge will be made for tuition, books, and materials. These same outreach activities should become an ongoing part of the program.

Each applicant will include in the application the steps they propose to take to ensure equitable access to and participation in the AEL program for students, teachers, and other program beneficiaries with special needs. Areas to be addressed include:

1. Gender.
2. Race.
3. National Origin.
4. Color.
5. Disability.
6. Age.

Special Procedures for Serving Severely Mentally or Physically Handicapped Adults

1. Each student may receive ONE HOUR of academic instruction per day.
2. The maximum number of students per certified Adult Education and Literacy (AEL) teacher is EIGHT. One teacher, WITH ONE AIDE, may serve ELEVEN students; one teacher, WITH TWO AIDES, may serve FOURTEEN students.
3. EACH STUDENT must have an EDUCATIONALLY SOUND INDIVIDUALIZED PLAN developed by the teacher using objective measurements to determine the needs, capabilities and educational objectives of the student's program of instruction.

4. Continuous documented evaluation WILL BE REQUIRED to assure that educational progress is being made by each student.
5. When educational objectives HAVE BEEN MET or continuous PROGRESS IS NO LONGER OCCURRING, the student will be terminated from the program.
6. Student objectives MUST BE ACADEMIC OR LIFE SKILL and cannot be for a vocational or leisure time activities.

Organization and Location of Classes

Classes should provide flexible scheduling and should also be located so that they are accessible to prospective students.

Adult Education and Literacy (AEL) classes may be operated with any level of enrollment up to a maximum of 15 per teacher per hour. The local program may set a minimum number so that reimbursement levels do not become so low that the expenses of keeping the class open are not covered. Anytime the number of students in attendance exceeds 17 per class, for 20 hours, in a one month period, a second teacher must be employed.

Students and teachers at all sites should be provided with a variety of materials to meet individual needs. The local AEL program is responsible for coordinating with community service providers to verify that adequate childcare and transportation is available. Each program must have on file a list of child care and transportation resources available.

Local AEL program administrators are required to report to the State Director of Adult Education and Literacy, Department of Elementary and Secondary Education (DESE), any change in the status of AEL classes as soon as these changes occur.

The local director or a designee must be on hand to assist each beginning teacher during the first class session, and until the director is satisfied that the teacher could handle the class without assistance.

Local directors or designees should visit each class site on a regular basis for supervision and evaluation, completing the site evaluation form provided by the AEL Section of DESE. A minimum of two site evaluations must be completed each year. Corrective action must be clearly defined in writing for all areas that are not adequate.

Qualification, Selection, and Preparation of Teachers and Professional Staff Members

The selection of instructors having very real interest in teaching and assisting illiterate and semi-literate young and older adults is of utmost importance. Experience in conducting Adult Education and Literacy (AEL) programs is highly desirable. Teachers should have particular skill in adapting techniques to the instruction of adults. Teaching adults differs considerably from teaching children. The content of instruction, examples,

illustrations, reading materials, arithmetic problems and discussions must be in terms of adult interest. Procedures and methods teachers use in conducting classes should be adapted to adults. Teachers must attend a beginning AEL teacher training workshop endorsed by the Department of Elementary and Secondary Education (DESE).

The local adult education program should select individuals possessing a minimum of a bachelor's degree and/or instructors with valid teaching certificates, who are capable of teaching language arts, math, science, and social studies. These individuals must be willing to obtain Missouri AEL certification.

Local AEL programs may select and employ teachers either on a full-time or part-time basis. Full-time teachers may be employed in some communities where there are large numbers of adults needing AEL services. Employment of part-time teachers on an hourly basis may be necessary to supplement the work of full-time teachers. In communities where a relatively small number of students are to be served, only part-time teachers should be employed on an hourly basis.

All directors, supervisors, and teachers in AEL programs must have valid AEL certification. In addition, satisfactory completion of a training workshop endorsed by DESE will be required of each teacher annually for the first three years of employment, and at least every other year thereafter, if they are to be employed in the AEL program. In addition, the local AEL Director must schedule two intensive in-service programs. Local AEL program teachers (full- or part-time) must attend one in-service training per year.

Missouri School Law, Section 168.081, states that any teacher who enters a public school in this state to teach and discipline who does not have a valid certificate of license entitling them to teach therein or who has not been legally employed by the school board of the district to teach therein, forfeits all right, title and claim to any compensation therefore, and is guilty of a misdemeanor and punishable by a fine not to exceed one hundred dollars. Any director who endorses or encourages the teacher in such unlawful conduct is guilty of a misdemeanor and punishable by a like fine.

In order to abide by this law, any AEL teacher without a teaching certificate will be disallowed and no reimbursement of state or federal funds will be made to the local provider for that teacher's salary. **PROFESSIONAL STAFF, INCLUDING TEACHERS, DIRECTORS, AND SUPERVISORS MUST HAVE AN AEL TEACHING CERTIFICATE.**

Substitute teachers may work for 10 units per year without an AEL teaching certificate if they have 60 semester hours of college instruction. When reporting substitute teachers with a Missouri teaching certificate other than AEL, the word "substitute" should be used.

A substitute teacher without an AEL Teaching Certificate can only be used in an established classroom operated by a certified AEL instructor that has held classes a minimum of a 2-month period.

Adult High School Equivalence Certificate

A non-high-school graduate who is a resident of Missouri and over 16 years of age may qualify for a certificate of high school equivalency by passing the General Educational Development (GED) tests.

Local Adult Education and Literacy (AEL) programs may distribute and assist in the completion of demographic forms. After applicants receive their stamped, approved application they may test at the location of their choice.

Adult High School Diploma Program

The continual advancement of technology and the changing social climate mandates a higher level of educational attainment for many citizens. The public schools should be concerned with the educational needs of all citizens. An adult high school diploma program may be one way to meet the needs of some adults. The Department of Elementary and Secondary Education (DESE) approves and encourages the development of adult educational program learning opportunities to accomplish diploma completion as well as other desirable adult educational goals within limits prescribed by local boards of education. The school board of any school district may provide for the education of persons up to 20 years of age who are residents of the school district out of revenues derived by the school district from sources other than those described in Section 3, Article 9, of the Constitution. (Section 171.091, School Law 1967.)

The adult high school diploma may be granted to adults under the following conditions:

1. Adult education programs must be under the administration of the regular administrative officers of the school and must have the authorization of the local board of education.
2. Adult education programs must be a part of the total school program of the district.
3. Enrollment in the adult high school diploma program may be extended to persons 18 years of age or older who are not enrolled in a regular day school program.
4. The adult high school program should approximate the local basic distribution of courses required for graduation; however, the program should also encompass the more mature needs, interests, opportunities, and responsibilities of adults. Courses of study should reflect the intellectual, social, vocational, and emotional experience of adults. The adult high school program should offer a flexible course of studies based on schedules that best fit the educational needs of students. Special care should be taken to minimize conflicts with work schedules, family responsibilities, and similar obligations of adults.

5. A unit of credit in an adult high school program shall be awarded for knowledge, skill, or competency equal to that normally required to earn credit in an equivalent course in a regularly accredited secondary school.
6. Awarding of credit:
 - A. Credits previously earned and documented by transcript at grade 9 or above may be used to meet adult high school diploma requirements.
 - B. Credit by course or examination: In addition to granting credit toward an adult high school diploma on the basis of length of time devoted to a course, a school may grant credit on a qualitative basis through the administration of an appropriate standardized subject matter test. These tests should cover the content ordinarily included in a regular high school course in the subject.
 - C. Credit earned while in military service may be counted toward the adult high school diploma for the following types of educational experiences:
 - 1) United States Armed Forces Institute Courses.
 - 2) United States Armed Forces Institute subject examinations.
 - 3) High school course offered through USAFI by cooperating colleges and universities: Credit upon transfer from the school offering the course.
 - 4) Marine Corps Institute courses.
 - 5) Coast Guard Institute courses.
 - 6) Basic or recruit training: Accepted in lieu of required courses in physical education and health.
 - 7) Service school training: Credit may be granted as recommended in, "A Guide to the Evaluation of Educational Experiences in the Armed Services."
 - D. Schools may accept credit earned by a pupil through correspondence or extension study toward satisfying the requirements for graduation. Such credit shall be earned through the satisfactory completion of courses offered by an accredited college or university.
 - E. A maximum of six elective units may be granted in the adult high school program for documented federally registered trade

apprenticeship programs or other evidence of successful vocational learning or achievement.

- F. As many as one unit per semester up to a total of six elective units may be awarded for regular employment in cooperative work-study programs supervised or taught by vocationally certified teacher-coordinators.
- 7. Graduation requirements in the adult high school program shall be the same as set forth in the regular high school program except that no adult student may be graduated until a minimum of two units have been earned in residence in the adult high school program.
- 8. A diploma issued to an adult under the preceding conditions must be designated as an adult high school diploma.
- 9. Adults who meet all state and local requirements for a regular high school diploma may be awarded this diploma.

Limited funds do not allow for the use of Adult Education and Literacy (AEL) funds to finance an Adult High School Diploma Program; however, local funds or tuition may be used. Each school district planning to offer the Adult High School Diploma Program should develop a Board of Education policy using these guidelines as minimum standards for the granting of an Adult High School Diploma.